

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of August 16, 2006

Committee Members Present

Ed Myers, Vice Chair
Gene Heppard, Treasurer
Kim March Force, Vice Treasurer*
(*Teleconference)

Members Absent

Donna Powers, Chair

Staff

Tony DiRienzi, Executive Director
Sharon Engelhardt, Executive Assistant

Ed Myers, Vice Chair, called the meeting to order at 2:41 PM in the SILC conference room at 2400 North Central Ave, #105, Phoenix, Arizona.

WELCOME/INTRODUCTIONS: Introductions were made.

APPROVAL OF MINUTES: *Gene Heppard motioned to approve the minutes of 06-16-06. Seconded by Kim March Force. A vote was taken and the motion unanimously approved.*

FINANCIALS:

- Tony DiRienzi reported that the year end financial statements FY 2005/06 are in the process of being prepared. The current statements need to be revised. There is some missing data. SILC staff have a meeting scheduled with our CPA tomorrow. The purpose of the meeting is twofold. First to review the current statements and revise them accordingly. Secondly, to continue adjusting our accounting software, modifying our accounting procedures, and formatting new financial statements, as recommended by RSA in their financial review of SILC. Gene Heppard said he will plan to attend that meeting.
- Tony also noted that for the FY 2005/06 SILC expended all of the Rehab Title I (VR) and Title VII (Part B) revenues. That amount was \$297,581. The allocation of the funds included \$197,581 to admin/operating (above the line), and \$100,000 to programming (below the line). The budget total for the FY was in excess of \$404,000
- A list indicating all the current SILC bank accounts was distributed. All accounts are with Wells Fargo. The various revenue sources of SILC have been segregated. One checking account is strictly dedicated to RSA funding.
- Several new or revised forms that were recently created or reformatted by staff were distributed. They included:
 - a) A Financial Disbursement form, created to be appended to every invoice. The purpose is to provide RSA with detailed documentation relative to SILC expenditures.

- b) A Computer Back-up Log form, created to provide a history and schedule of when SILC computer files are backed-up.
- c) A P.A.S. (Personal Assistant Services) Reimbursement Request form, revised to provide additional documentation and information, with provisions allowing for advance payments.
- d) An In-State Travel Reimbursement Request form, revised to provide greater clarification and documentation.
- e) An Out-of-State Travel Reimbursement Request form, revised to provide additional documentation. It was noted for the per diem allowance reference will be contingent upon the federal government schedule.

FINANCIAL REVIEW:

- Tony DiRienzi reported the Correction Action Plan submitted by SILC in response to the RSA financial review was approved and signed by RSA/DES. A copy of the plan was distributed (see plan).
- There was discussion about the substantial amount of staff time expended in conducting the RSA review of SILC. SILC staff estimated that SILC and RSA expended approximately 80-100 hours staff hours each in preparing and/or responding to the report. Approximately 160 – 200 staff hours for a \$300K annual budget.

Staff ERE's (Employee Related Expenses) update:

- Tony DiRienzi reported that he and Sharon met with two representatives related to staff EREs last month;
 - Robert Philpone, financial advisor – to review staff pension contributions, with the current schedule SILC contributes 2 % of the payroll, staff individually revised their contribution levels.
 - Peter Lemieux, from our professional employment organization – we reviewed options for health insurance, the council approved an increase in the budget of 15% for the current coverage however, Peter said that the carrier quoted an increase of 28% to continue our coverage as is, staff elected to increase their co-pay and deductible schedules to keep the premium increase within the budget parameters as approved by the council there will be an increase of 14% commencing in September.
 - Tony elected to discontinue the dental coverage provided to him by SILC; he has an alternative plan with his spouse. The savings for discontinuing Tony's dental will be offset with the addition of life insurance policies benefit for staff. Actually life insurance premium is actually a couple dollars less per month.
- Committee members suggested that staff consider a medical savings account, contributions to it will be tax deferred.

Council Committee Membership:

- Tony suggested that the SILC executive committee review current Committee Chairs and membership and adjust accordingly if necessary.
- Tony DiRienzi stated that Council membership is currently at 17 members. Gene Heppard mentioned that he knows of possible candidate, he will send Tony information about that candidate.
- Tony added that the Council should recruit candidates to fill some underrepresented areas
 - NW region of the state, i.e., Mohave county
 - the developmental disability community.

Get Out the Vote (GOTV) Position:

- Tony DiRienzi reported that a consortium of various disability groups has been established to “Get Out The Vote” – **GOTV** in the disability community. Its steering committee met over the summer. The consortium’s goal is to encourage people with disabilities to more actively participate in the electoral process. The principal strategy of the project will be to increase voter registration statewide in the disability community. The consortium wants to hire a FTE (full time employee) coordinator dedicated to coordinating and facilitating a statewide **GOTV** campaign. The consortium discussed and evaluated options of which organization seem to be the most appropriate place for the **GOTV** project. The consortium concluded that SILC would give the project greatest credibility because SILC: 1) has council members that represent the diversity of the state, 2) presents a cross disability awareness and perspective, 3) has a statewide focus and network, 4) is a nexus for the various stakeholders in the disability community, and 5) is politically neutral, among other considerations. They asked if SILC would please provide the office space, logistical support, and supervision of the coordinator.
- The consortium also asked if SILC would be the fiscal agent for the project. SILC would receive, disburse, and administer the project funds. The consortium members would collectively provide the principal funding for the compensation and related expenses of the position by individually directing monies to SILC.
- The Executive Committee discussed how SILC should be involved and agreed the **GOTV** project is directly related to the mission of SILC. However, the committee did express some concerns about the process of hiring and firing of the coordinator and potential liability issues. They want those issues addressed and resolved in writing with the consortium.

Kim March Force motioned that the Executive Committee recommend to the full Council that it approve the hiring of a full time coordinator for the Get Out The Vote. Seconded by Gene Heppard. A vote was taken and the motion unanimously approved.

DIRECTOR’S REPORT:

- Tony DiRienzi submitted a report highlighting his activities as executive director for July; it was distributed for the committee to review and consider.

- Committee members suggested that the ED report be presented on SILC letterhead, and to focus mainly on significant activities.
- Tony reported he was on medical leave for surgery from July 24th to August 14th, He thanked SILC for the flowers sent to him while he was in the hospital.
- He reported that a wireless card was obtained for the SILC laptop and that a new antivirus program was installed in all of the computers in the SILC network.

QUARTERLY MEETING AGENDA:

- Next quarterly meeting will be Sept. 7, 2006. Agenda items to include the Get Out The Vote position, Benefits check up presentation, Youth leadership report, financial review update along with CAP report as well as the usual agenda items.
- The committee would like to have Katharine Levandowsky give a report on what RSA is doing with the full federal matching funds. They asked Tony to contact her and extend an invitation to her.

NEXT EXECUTIVE MEETING/AGENDA:

- Next Executive meeting was changed to September 13th at 2:00 PM instead of the typical third Wednesday of the month.

ANNOUNCEMENTS:

- Tony DiRienzi announced that he will be participating in a meeting tonight at the St. Luke's Foundation; the focus of the meeting will be how to implement the SMART CARD program statewide. Tony will explore how SILC can be involved.
- Tony also announced that there be a screening of "The Right to Risk," the film is a documentary featuring people with disabilities on a white water rafting excursion in the grand canyon, the screening will be next Tuesday at 6 pm (hand out of invitation was distributed). Tony report he has met with the producer to respond to the producer's questions and provide some suggestions for promoting the film within the disability community.
- ABIL is having an open house on Friday to celebrate their PAS program office on the 3rd floor of the building.

CALL TO THE PUBLIC: None

ADJOURNMENT: Gene Heppard motioned to adjourn the meeting. Seconded by Kim March Force. The meeting was adjourned at 3:46PM

Prepared by: Sharon Engelhardt _____ SILC staff

Reviewed by: Donna Powers _____ SILC Chairperson